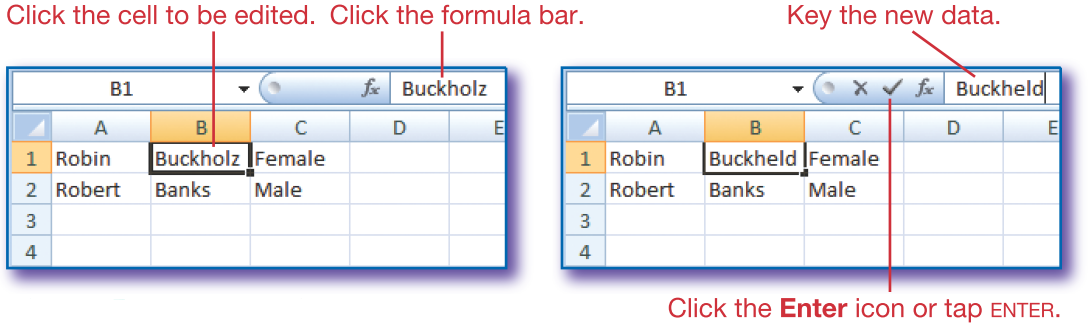
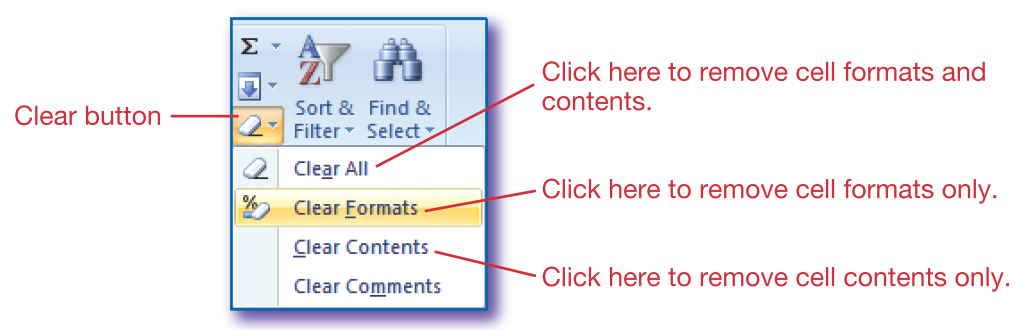
**Lesson 94:**

Editing Cell Content:



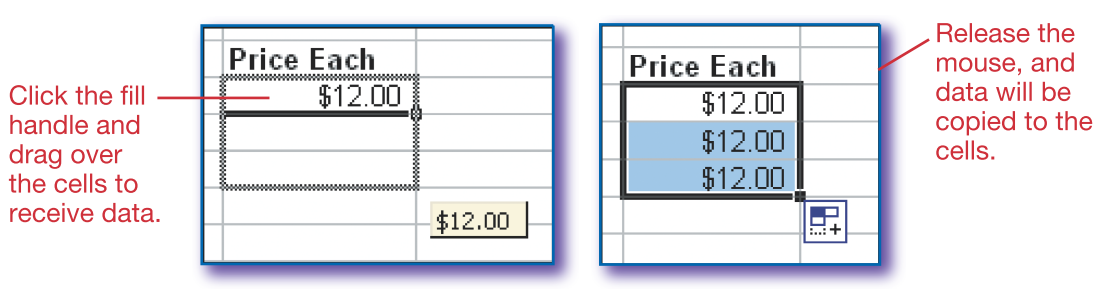
Clearing Cell Contents & Formats:





Copy & Move Data:

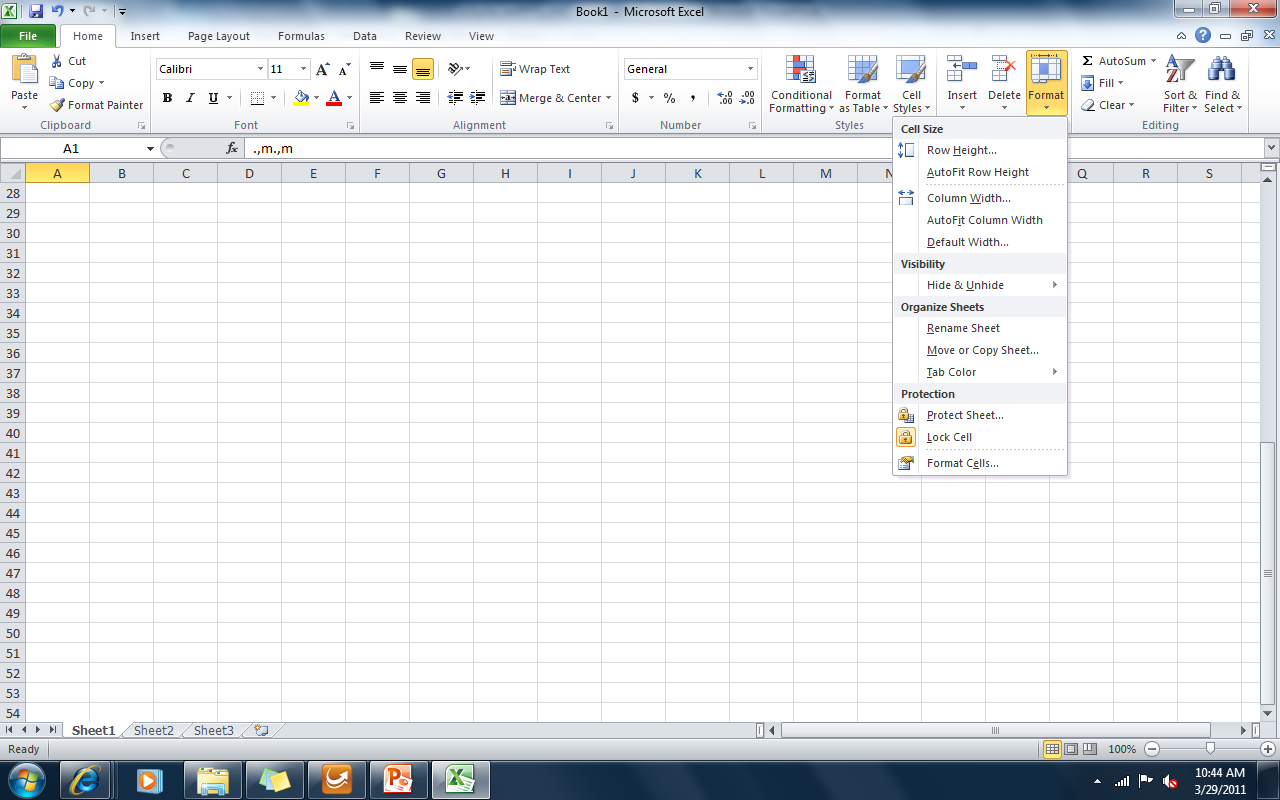
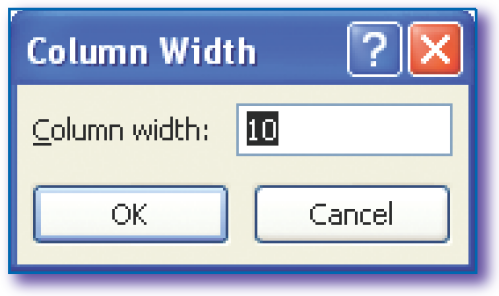
Fill Handle:

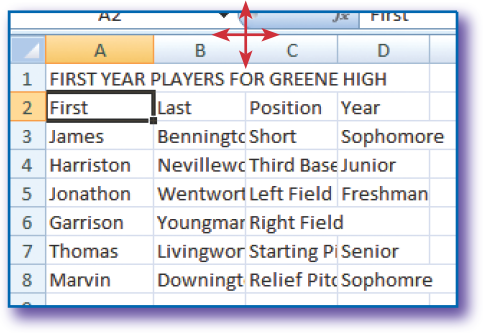
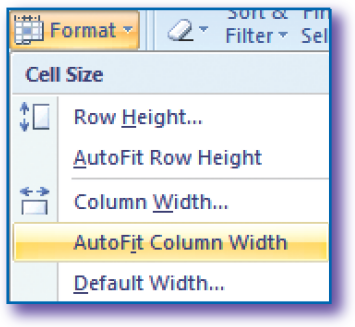


**Lesson 95:**

Formatting Cells/Columns:





Change Column Width

* Specify

* Apply

* Adjust

* Can also

* Apply same

Inserting and Deleting Rows/Columns



Sort:

~

~

Custom Sort:

* Customize
* **Filter:**

Insert Worksheet into Word